
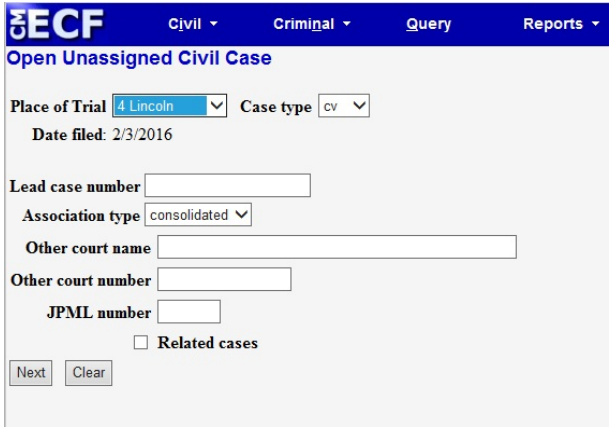


## Opening a Civil Case

### Case Information

Civil cases can be opened and filing fees can be paid within the System.

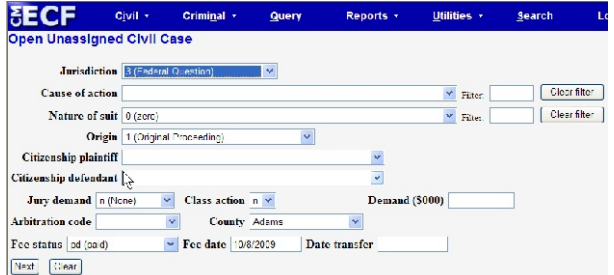
After successfully logging into ECF, follow the steps below to open a new civil case:

STEP		RESULT
1. Select <b>Civil</b> from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the categories from which you may choose for your filing. Click <b>Civil Case</b> .		 The screenshot shows the ECF system's 'Civil Events' page. At the top is a blue navigation bar with 'ECF' and dropdown menus for 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below this, the 'Civil Events' section is displayed with several categories of links: 'Open a Case' (with a link to 'Civil Case'), 'Other Filings' (with links to 'Notices', 'Trial Documents', 'Appeal Documents to USCA', and 'Other Documents'), 'Miscellaneous Fees' (with a link to 'Annual Assessments'), 'Initial Pleadings and Service' (with links to 'Complaints and Other Initiating Documents', 'Service of Process', 'Answers to Complaints', and 'Other Answers'), and 'Motions' (with a link to 'Motions').
2. Fill out the screen as directed in the table below:		 The screenshot shows the 'Open Unassigned Civil Case' form in the ECF system. The form has a blue header with 'ECF' and dropdown menus for 'Civil', 'Criminal', 'Query', and 'Reports'. The title 'Open Unassigned Civil Case' is prominently displayed. The form fields include: 'Place of Trial' (a dropdown menu showing '4 Lincoln'), 'Case type' (a dropdown menu showing 'cv'), 'Date filed' (pre-filled with '2/3/2016'), 'Lead case number' (a text input field), 'Association type' (a dropdown menu showing 'consolidated'), 'Other court name' (a text input field), 'Other court number' (a text input field), 'JPML number' (a text input field), and a checkbox for 'Related cases'. At the bottom are 'Next' and 'Clear' buttons.
Place of Trial:	Select the place of trial requested in the complaint.	
Case type:	Use <b>cv</b> .	
Lead case number:	Leave blank.	
Association type:	Leave unchanged.	

STEP		RESULT
<b>Other court name:</b>	If this case relates to another federal court case in Nebraska, enter <b>USDC-NE</b> . If you are filing a Notice of Removal, enter the other court name.	
<b>Other court number:</b>	If this case relates to another federal court case in Nebraska, or you are filing a notice of removal, enter the case number of the related case.	
<b>JPML number</b>	Leave blank.	
<b>Related cases:</b>	Leave blank.	

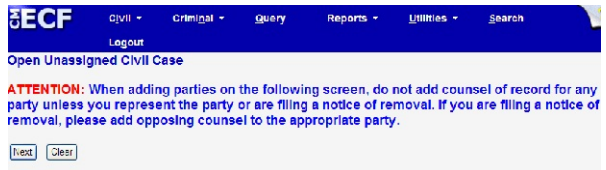
3. Fill in the Civil Cover Sheet information as directed by the table below:

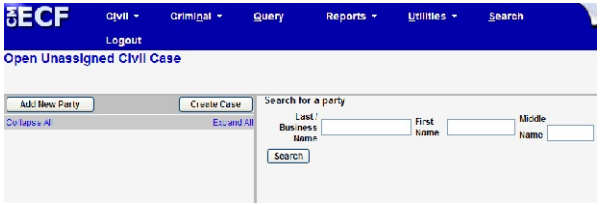
**Note:** You do NOT need to file a copy of the civil cover sheet.



<b>Jurisdiction:</b>	See civil cover sheet instructions.
<b>Cause of action:</b>	See civil cover sheet instructions.
<b>Nature of suit:</b>	See civil cover sheet instructions.
<b>Origin:</b>	See civil cover sheet instructions.
<b>Citizenship of plaintiff:</b>	Only used for diversity cases.

<b>Citizenship of defendant:</b>	Only used for diversity cases.								
<b>Jury demand:</b>	Select the party demanding a jury.								
<b>Class action:</b>	Do not use. Leave as "n." The court will modify this information if the class action is approved.								
<b>Demand (\$000):</b>	Leave blank.								
<b>Arbitration Code:</b>	Leave blank.								
<b>County:</b>	Select the county of residence of the plaintiff, unless the plaintiff is the USA, in which case select the county of residence of the defendant.								
<b>Fee status:</b>	<table border="1"> <thead> <tr> <th>IF you are...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>a governmental agency</td> <td>select <b>wv (waived)</b></td> </tr> <tr> <td>filing in forma pauperis</td> <td>select <b>fp (in forma pauperis)</b></td> </tr> <tr> <td>all other filings</td> <td>select <b>pd (paid)</b></td> </tr> </tbody> </table>	IF you are...	THEN...	a governmental agency	select <b>wv (waived)</b>	filing in forma pauperis	select <b>fp (in forma pauperis)</b>	all other filings	select <b>pd (paid)</b>
IF you are...	THEN...								
a governmental agency	select <b>wv (waived)</b>								
filing in forma pauperis	select <b>fp (in forma pauperis)</b>								
all other filings	select <b>pd (paid)</b>								
<b>Fee date:</b>	Leave as current date.								
<b>Date transfer:</b>	Leave blank.								

STEP	RESULT
4. This screen serves as a reminder to only add attorneys for parties that you will be representing. Do not add opposing counsel on the following screens unless this is a Notice of Removal.	 <p>The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there are navigation tabs for Civil, Criminal, Query, Reports, Utilities, and Search. Below these is a 'Logout' button. The main heading is 'Open Unassigned Civil Case'. A red 'ATTENTION' banner states: 'When adding parties on the following screen, do not add counsel of record for any party unless you represent the party or are filing a notice of removal. If you are filing a notice of removal, please add opposing counsel to the appropriate party.' At the bottom of the banner are 'Text' and 'Clear' buttons.</p>

STEP	RESULT
5. Add parties to the case following the steps in the Add Parties procedure.	

## Adding Parties to a Case


### Overview


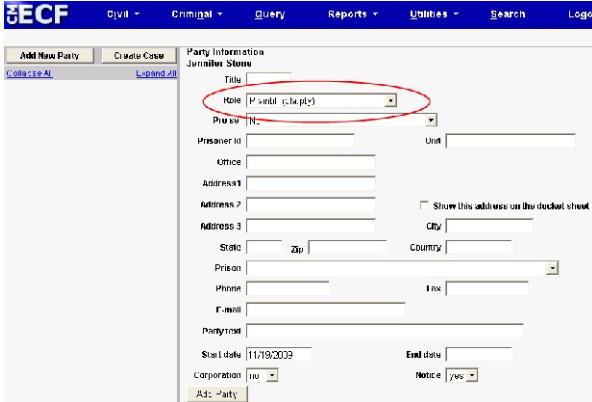
This procedure details the five steps for adding a party to a case, which are:




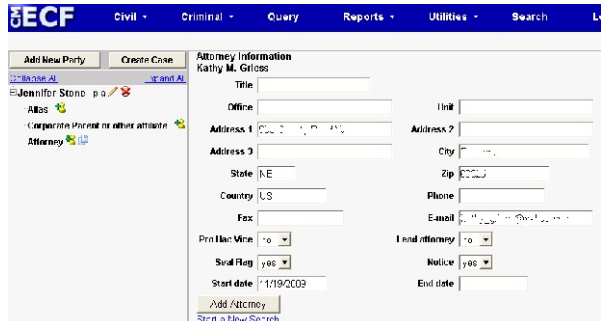
1. Search for the party by name.
  2. Verify or enter the party name.
  3. Select the party's role in the case.
  4. Add aliases for the party, if any.
  5. Select attorneys for the party, if known.
- Repeat these steps for each party in the case.




### Procedure

For demonstration purposes, the first plaintiff and the plaintiff's attorney will be added to a case in this procedure. Repeat the steps to add additional parties.

STEP	RESULT
<p>1. Starting with the first plaintiff, search by typing the plaintiff's last name or the business name, and then click <b>Search</b>.</p> <p><i>For this example, Jennifer A. Stone is being added as a party, so we searched for "Stone."</i></p>	

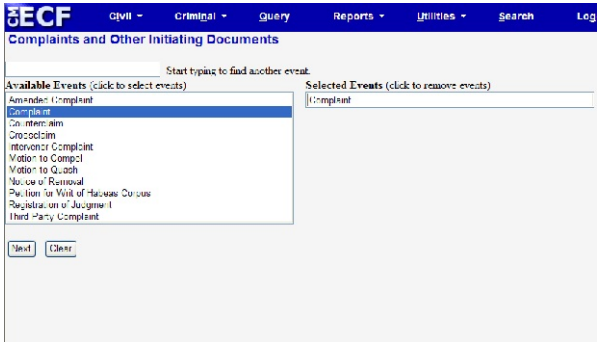

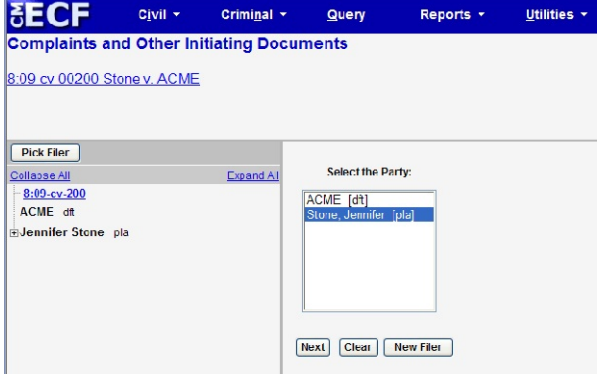
STEP	RESULT
<p>2. If the party is listed in the results field, click on the name and then click <b>Select Party</b>. Otherwise, click <b>Create New Party</b>.</p> <p><i>Since Jennifer Stone is listed among the results, we will click the Select Party button.</i></p>	
<p>3. On the Party Information screen you should only fill out:</p> <ul style="list-style-type: none"> <li>• first, middle and last <b>name</b> (if a business, the entire business name goes into the Last name field),</li> <li>• the <b>role</b> of the party, and</li> <li>• <b>party text</b>, if any. (Note: The Party Text field is used for additional information about the party, such as <i>a minor child, next friend of...</i>, or <i>in his role as...</i>)</li> </ul> <p><b>DO NOT</b> add address information or e-mail addresses for parties.</p> <p><i>Don't forget to change the role to plaintiff!</i></p> <p>4. Click <b>Add Party</b>.</p>	

STEP	RESULT
<p>The party now displays in the “tree” on the left side of the Add Party screen.</p> <p>5. To add aliases, Corporate Parents, or attorneys for the party, use the Add  icons.</p> <p><i>We want to add an attorney for our plaintiff, so we will click the Add icon next to Attorney.</i></p>	 <p>The screenshot shows the ECF interface with the 'Add Party' tab selected. On the left, a tree view shows 'Jennifer Stone' with sub-items: 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. The 'Attorney' item has a green plus icon and a document icon next to it, which is circled in red. On the right, there is a search box labeled 'Search for a party' with a 'Search' button.</p>
<p>6. Search for the attorney by typing the Bar Id or the attorney's last name.</p> <p><i>For this example, we will add Kathy Griess as the attorney.</i></p>	 <p>The screenshot shows the same ECF interface, but the search box on the right is now populated with 'Kathy Griess'. The search filters are set to 'Bar Id' and 'Last Name'. The 'Search' button is visible.</p>
<p>7. Select the attorney's name from the results list and then click <b>Select Attorney</b>.</p> <p>8. Do not change any fields on the Attorney Information screen. Click <b>Add Attorney</b>.</p>	 <p>The screenshot shows the 'Attorney Information' screen for 'Kathy M. Griess'. The screen contains various fields for personal and professional information, including Title, Office, Address, State, Country, Phone, Email, and Start/End dates. The 'Add Attorney' button is visible at the bottom.</p>

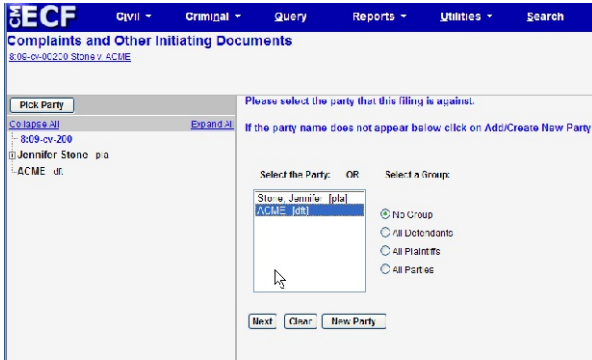

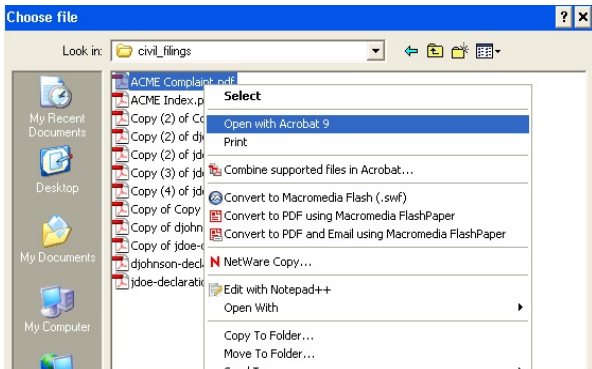
STEP	RESULT
<p>9. The attorney now appears in the “tree” view on the left of the screen under the plaintiff. Repeat steps 6-8 to add all attorneys for this plaintiff.</p>	 <p>The screenshot shows the ECF system interface. At the top, there's a blue header with 'ECF' and tabs for 'Civil', 'Criminal', 'Query', and 'Reports'. Below the header, there are two buttons: 'Add New Party' and 'Create Case'. Under these buttons, there are links for 'Collapse All' and 'Expand All'. A tree view on the left shows the following structure: Jennifer Stone (pla) with a plus icon, an Alias with a plus icon, Corporate Parent or other affiliate with a plus icon, Attorney with a plus icon and a document icon, and Kathy M. Griess with a plus icon and a document icon.</p>
<p>10. Click <b>Add New Party</b>, then repeat steps 1-9 until all parties and all known attorneys have been added to the case. When finished adding all parties and attorneys, click <b>Create Case</b>.</p>	 <p>The screenshot shows the ECF system interface. At the top, there's a blue header with 'ECF' and tabs for 'Civil', 'Criminal', 'Query', and 'Reports'. Below the header, there are two buttons: 'Add New Party' and 'Create Case'. The 'Add New Party' button is circled in red. To the right of these buttons, there's a search bar with the text 'Search for a party' and a 'Search' button. Below the search bar, there's a text input field labeled 'Last / Business Name'. A tree view on the left shows the following structure: Jennifer Stone (pla) with a plus icon, an Alias with a plus icon, Corporate Parent or other affiliate with a plus icon, Attorney with a plus icon and a document icon, Kathy M. Griess with a plus icon and a document icon, ACME (dft) with a plus icon and a document icon, an Alias with a plus icon, Corporate Parent or other affiliate with a plus icon, and Attorney with a plus icon and a document icon.</p>
<p>11. Your case has been opened and the case number has been assigned. <b>But you are not done yet!</b> Make a note of the case number, then click <b>Docket Lead Event?</b> to upload the necessary case opening document(s) and pay the filing fee.</p>	 <p>The screenshot shows the ECF system interface. At the top, there's a blue header with 'ECF' and tabs for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the header, there's a message: 'Open Unassigned Civil Case'. Below this message, there's a link: 'Click on Docket Lead Event to continue opening your case. THIS CASE IS NOT OPENED UNTIL LEAD EVENT IS FILED AND FILING FEE IS PAID OR A MOTION TO PROCEED IN FORMA PAUPERIS IS FILED.' Below this link, there's a message: 'Case Number 09-200 has been opened.' Below this message, there's a link: 'Docket Lead Event?'.</p>

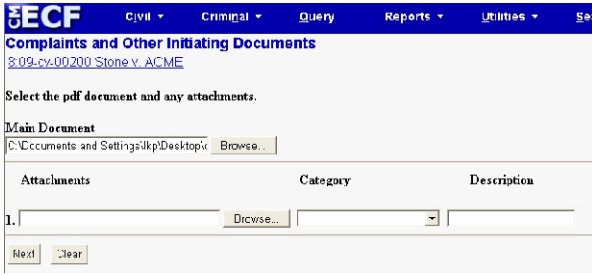

## Filing a Complaint (or other case opening document)

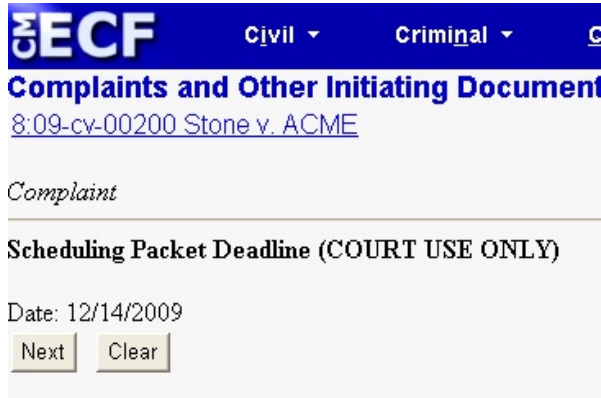
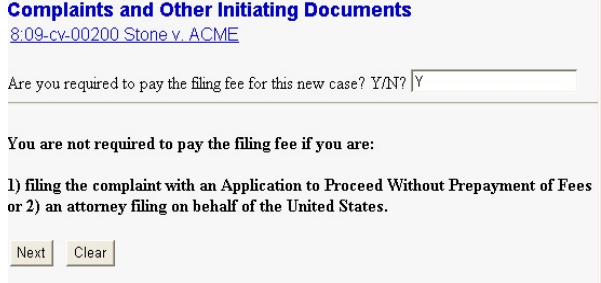
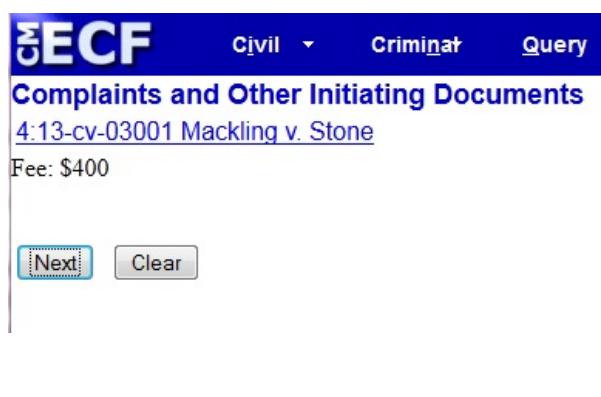
Follow the steps in the table below to file the complaint and pay the filing fee:

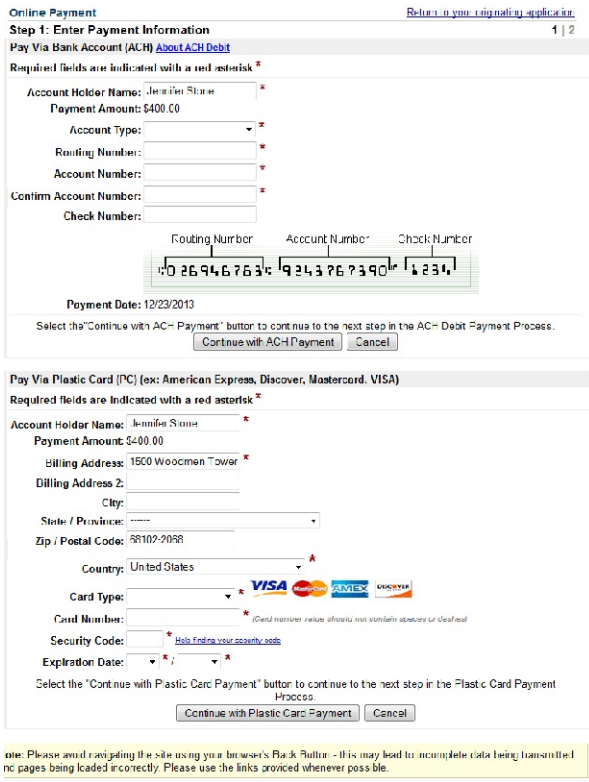
STEP	RESULT
1. Select the type of document to file. In this example, we will file a complaint. Click on <b>Complaint</b> , then click <b>Next</b> .	
2. The case number should automatically be displayed. Verify that it is correct, then click <b>Next</b> .	
3. Click the name of the party or parties that are filing the document. To select more than one name, hold down the Ctrl key on the keyboard while clicking each name. Click <b>Next</b> .	

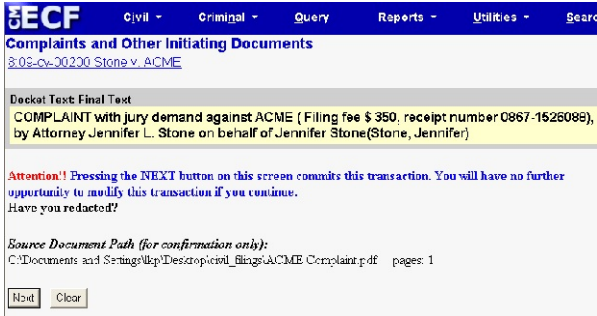
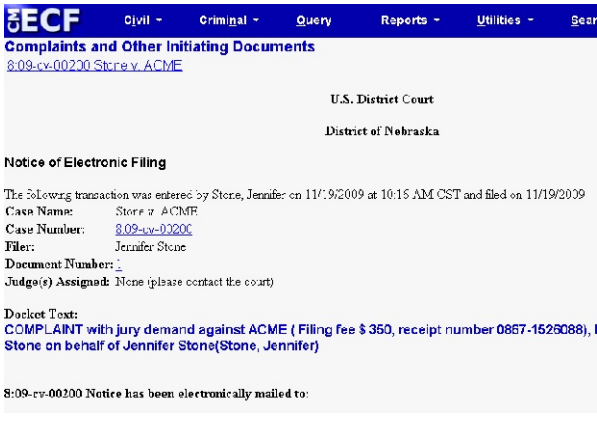
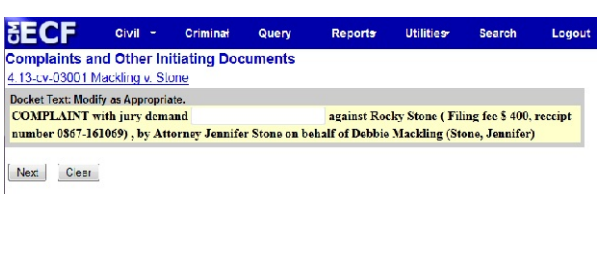


STEP	RESULT
<p>4. Click the name of the party or parties that the complaint is against. Hold the Ctrl key while clicking multiple parties. Click <b>Next</b>.</p> <div data-bbox="228 464 771 657" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Note:</b> Do NOT click the “All Defendants” option, as this will not list the party names in the docket text. Instead, use the Ctrl+click feature to highlight each name.</p> </div>	
<p>5. Click <b>Browse</b> to locate the PDF containing the complaint.</p>	
<p>6. In the File Upload window, verify that you have selected the correct document by right-clicking the mouse button on the PDF. From the quick menu, click <b>Open</b>. Adobe Acrobat will launch and open the PDF. View it to verify that it is the correct document.</p>	

STEP	RESULT
<p>7. Once you are sure you have the correct document, close the Adobe Acrobat window and click <b>Open</b> in the File Upload dialog box.</p> <p>The file path will now be in the Main Document field.</p> <p>8. If there are no attachments to the complaint, click <b>Next</b>.</p> <p>If you have attachments, click the Browse button to locate the appropriate PDF files and enter a Category and/or Description.</p> <p>Note: For more information on filing attachments, see the separate Adding Attachments procedure.</p>	
<p>9. If the complaint contains a jury demand, click the <b>with jury demand</b> radio button, then click <b>Next</b>.</p>	

STEP	RESULT
<p><b>10.</b> Click <b>Next</b> to bypass the deadline screen.</p>	
<p><b>11.</b> If the complaint is filed on behalf of the USA, or with an Application to Proceed Without Prepayment of Fees, type <b>N</b> in the box and skip to step 15, otherwise type <b>Y</b>.</p> <p>Click <b>Next</b>.</p>	
<p><b>12.</b> The filing fee is displayed. Click <b>Next</b>.</p> <p><u>Note:</u> Do not use your browser's back button after this point.</p>	

STEP	RESULT
<p><b>13.</b> You can either pay with a checking account number (Option 1) or by Credit Card (option 2). Fill out the payment screen for the option you choose. Fields with a red asterisk are required fields.</p>	 <p>Online Payment <a href="#">Return to your originating application</a></p> <p>Step 1: Enter Payment Information 1   2</p> <p>Pay Via Bank Account (ACH) <a href="#">About ACH Debit</a></p> <p>Required fields are indicated with a red asterisk *</p> <p>Account Holder Name: <input type="text"/> *  Payment Amount: \$400.00  Account Type: <input type="text"/> *  Routing Number: <input type="text"/> *  Account Number: <input type="text"/> *  Confirm Account Number: <input type="text"/> *  Check Number: <input type="text"/> *</p> <p>Routing Number: 1026946763  Account Number: 9343767390  Check Number: 1234</p> <p>Payment Date: 12/23/2013</p> <p>Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.</p> <p><input type="button" value="Continue with ACH Payment"/> <input type="button" value="Cancel"/></p> <p>Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)</p> <p>Required fields are indicated with a red asterisk *</p> <p>Account Holder Name: <input type="text"/> *  Payment Amount: \$400.00  Billing Address: <input type="text"/> *  Billing Address 2: <input type="text"/> *  City: <input type="text"/> *  State / Province: <input type="text"/> *  Zip / Postal Code: <input type="text"/> *  Country: <input type="text"/> *  Card Type: <input type="text"/> *  Card Number: <input type="text"/> *  Security Code: <input type="text"/> *  Expiration Date: <input type="text"/> *  </p> <p>Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.</p> <p><input type="button" value="Continue with Plastic Card Payment"/> <input type="button" value="Cancel"/></p> <p><small>Note: Please avoid resending the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.</small></p>
<p><b>14.</b> If you wish to receive an e-mail confirmation of the payment transaction, enter your e-mail address in the fields provided. Be sure to check the box authorizing the charge to your account.</p> <p>Click <b>Submit Payment</b>.</p>	<p>Billing Address 2: <input type="text"/>  City: <input type="text"/>  State / Province: <input type="text"/>  Zip / Postal Code: <input type="text"/>  Country: <input type="text"/></p> <p>Email Confirmation Receipt</p> <p>To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.</p> <p>Email Address: <input type="text"/>  Confirm Email Address: <input type="text"/>  CC: <input type="text"/></p> <p>Authorization and Disclosure</p> <p>Required fields are indicated with a red asterisk *</p> <p>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input type="checkbox"/> *</p> <p>Press the "Submit Payment" button only once. Pressing the button more than once could result in multiple transactions.</p> <p><input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/></p>
<p><b>15.</b> If necessary, further describe the complaint using the field provided. Click <b>Next</b>.</p> <p>(Examples: "with request for class action", or "with request for Temporary</p>	

STEP	RESULT
<i>Restraining Order.” )</i>	
<p><b>16.</b> Click <b>Next</b> to submit the complaint to the court.</p>	 <p>The screenshot shows the ECF interface with a blue header. The main content area displays the docket text for a complaint filed by Jennifer L. Stone on behalf of Jennifer Stone against ACME. It includes a warning about the NEXT button and a source document path.</p>
<p><b>17.</b> The screen depicted at the right confirms that ECF has registered your transaction and the pleading is now an official court document.</p> <p><u>Note:</u> The <b>Notice of Electronic Filing</b> is your proof of filing or file stamp. The court strongly urges you to save it to a file or print it in order to retain a copy of the notice in your personal files.</p>	 <p>The screenshot shows the 'Notice of Electronic Filing' confirmation screen. It provides details about the transaction, including the case name 'Stone v. ACME', case number '8:09-cv-00200', and the filer 'Jennifer Stone'. It also includes a docket text snippet and a confirmation message.</p>
<p><b>18.</b> Now that you have filed the complaint and paid any necessary fees, the court will draw judges for the case. You should receive e-mail notification of the judges assigned by the close of the next business day.</p>	 <p>The screenshot shows the ECF interface with a blue header. The main content area displays the docket text for a complaint filed by Jennifer L. Stone on behalf of Debbie Mackling against Rocky Stone. It includes a warning about the NEXT button and a source document path.</p>

**CONGRATULATIONS!** The case opening process is complete.